

# INSTRUCTIONS FOR IMPROVEMENT LOCATION PERMIT

**☆☆READ CAREFULLY TO AVOID DELAYS☆☆**

These instructions were compiled only to *assist* in securing an improvement location permit. For complete details, the Madison County Land Use & Development Code is available in its entirety at [www.madisoncounty.in.gov](http://www.madisoncounty.in.gov) or in the Planning Commission Office.

**Before your permit application will be reviewed, you MUST submit one (1) copy of each of the following documents for all proposed improvements, and 1 (1) Copy of the building plans are needed:**

- ☐ Completed application-fill out the application only as it applies to what you're building. Some blanks will not pertain to your structure; put a line or "n/a" in those blanks.
- ☐ Driveway permit-if the driveway cut will be made on a State Road, the permit will come from INDOT (317-462-7751). If your property is on a County Road OR on a private drive, the permit comes from the County Engineer whose office is located in the County Commissioner's Office, Room 106, Government Center (765-641-9474). \*\*Please note: If it is determined by the County Engineer that your driveway requires a pipe, you will need written verification that it has been completed to the satisfaction of the County Engineer's Office before a Certificate of Occupancy will be issued by the Planning Commission.
- ☐ Site plan **drawn to scale** which shows: [1] property lines with dimensions, [2] ALL existing and proposed building(s), [3] any recorded easements and drainage easements, [4] distance, in feet, from proposed building to property lines, [5] dimensions of improvement [6] North arrow and street to be drawn in. (7) Show location of any existing or proposed septic/leach field. **Please note that your property lines, setbacks and building(s) must all be drawn to scale.** Example of drawn to scale: If your property dimensions are 500' x 650' and your scale is 1"=100', the drawing for your property dimensions would be 5" x 6 1/2". Continue using the same scale for your proposed buildings and setbacks. An Engineers Scale is to be used for the site plan. **Architectural Scales are not acceptable.**
- ☐ Building Elevations showing all sides of proposed building (e.g. windows/doors)
- ☐ Blueprints/building plans/Electrical Plans

In addition to the above items, the following is needed for new homes:

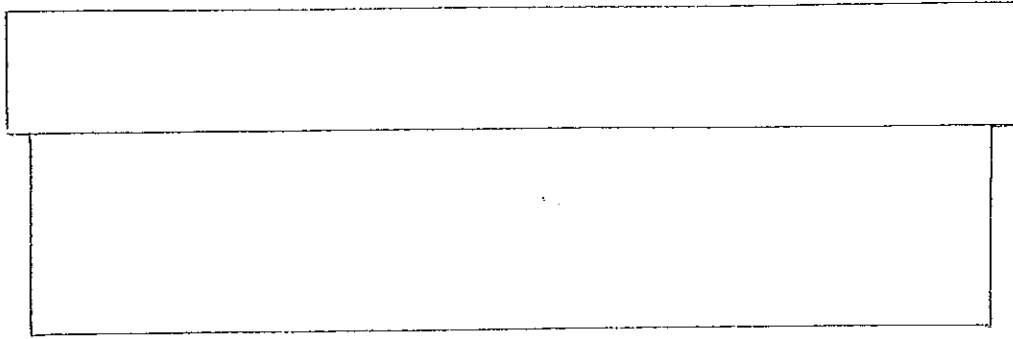
- ☐ Copy of sewer/septic permit-if you will be hooking into sanitary sewers, a letter or permit from the provider (e.g. City of Anderson, Fall Creek Regional Waste District) granting permission. If you will be on a private septic system, either the permit or a letter from the Madison County Health Department is required. Please be advised that the letter must be initialed which indicates that the septic plans have been approved.

**After** submitting ALL the required documentation, your application will be reviewed. This process **normally** takes two (2) to four (4) days. We will contact you when it is ready to pick up. The permit fee is payable when the permit is picked up. Someone will have to come into the office to sign and pay for the permit.

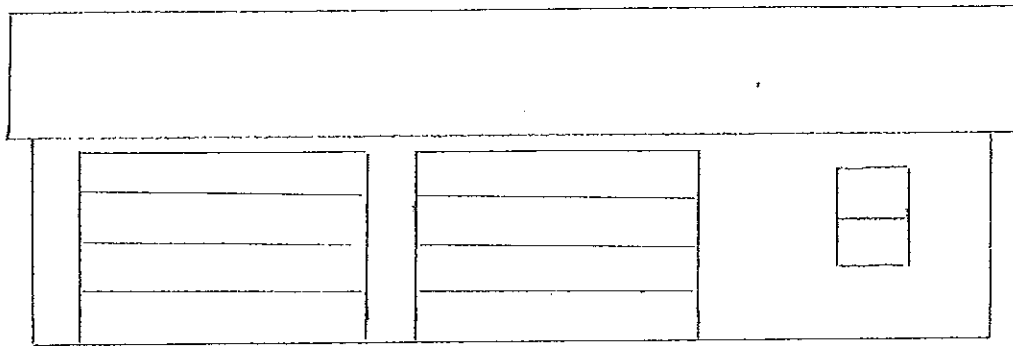
Madison County Planning Commission  
16 E. 9<sup>th</sup> Street, Room 200, Anderson, IN 46016  
Ph: (765) 641-9541 Fax: (765) 648-1361  
[www.madisoncounty.in.gov](http://www.madisoncounty.in.gov)

revised 6/28/11

# Sample Elevations

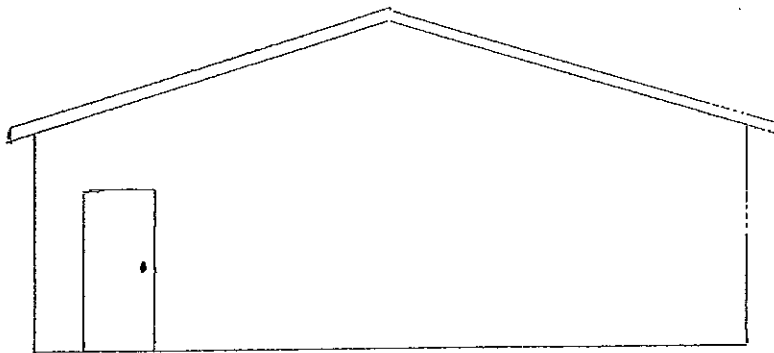


North  
side

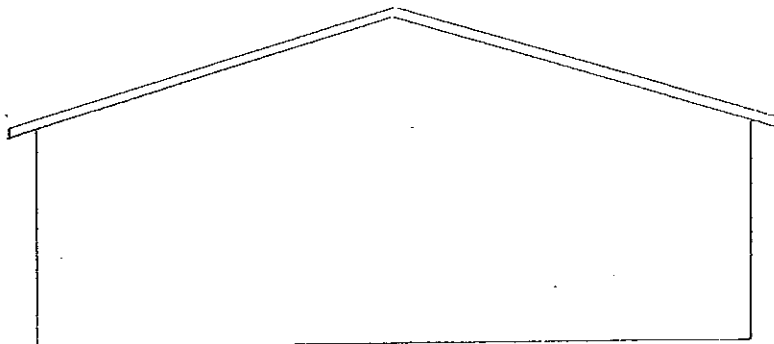


South  
side

Scale:  $\frac{1}{8}" = 1'$

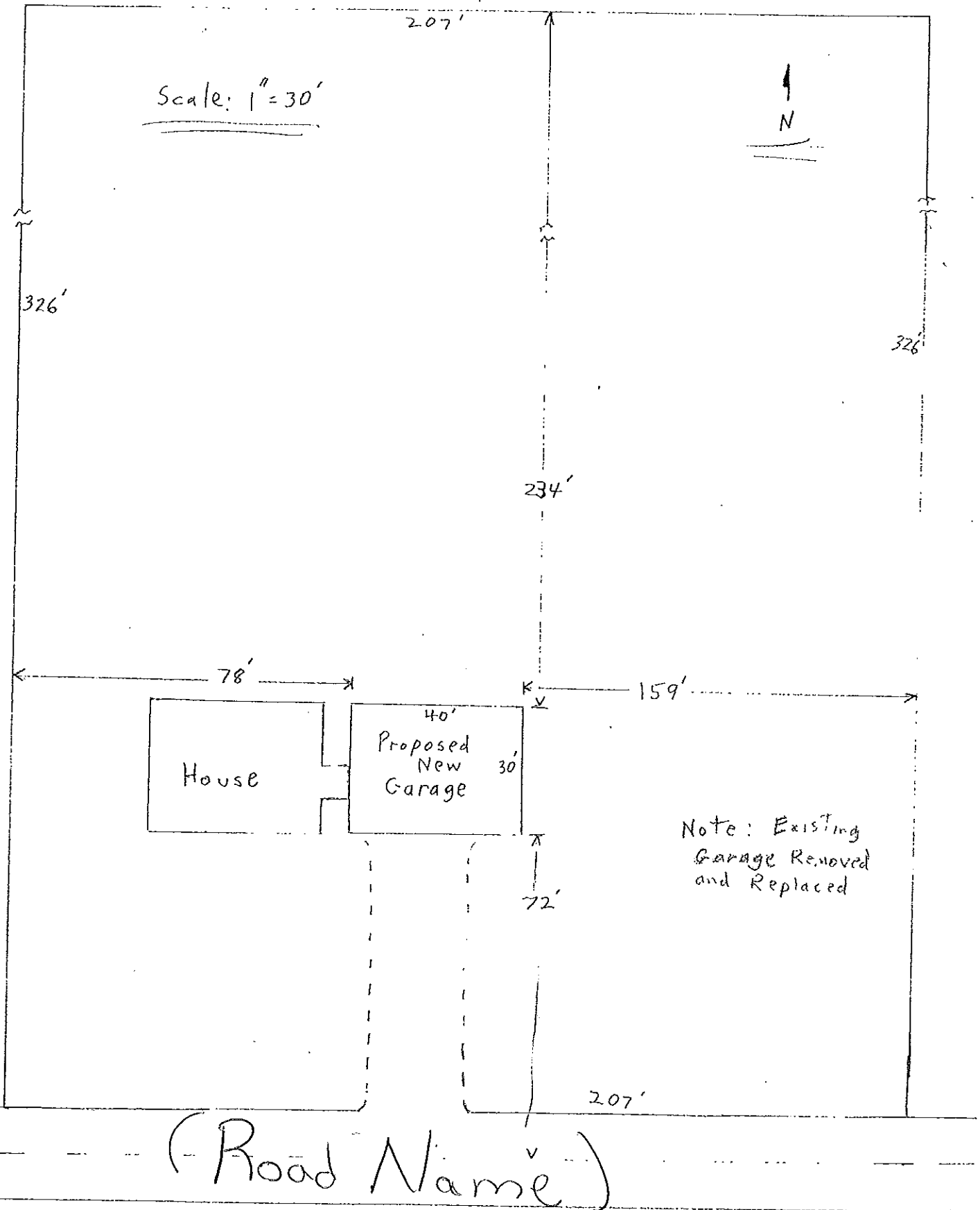


East  
end



West  
end  
(View blocked  
by House)

# Sample Site Plan



# Sample

# Wall

# Section

